



The Federal Motor Carrier Safety Administration (FMCSA) recommends that states follow the process of preparing Intelligent Transportation Systems/Commercial Vehicle Operations (ITS/CVO) business plans, attending training courses, and participating in deployment workshops. These activities have been set up to assist states in deploying Commercial Vehicle Information Systems and Networks (CVISN) Level 1. The process is summarized in Figure 9-1. This approach allows you to learn from the experience of others and is designed to provide you the information and support you need, when you need it. It allows you to formulate a good plan with solid cost estimates that you can use to pursue public/private partnerships and support proposals for state or federal funding. FMCSA personnel review the plans produced by this process, provide constructive feedback and “accept” them when they have met predefined criteria.

A majority of states (approximately 40) have already started the ITS/CVO deployment process and are proceeding along the steps. If your state is one of these, you have already started! If you have not been involved in these efforts, contact CVO stakeholders in your state or the ITS/CVO Specialist in your state’s FHWA

Division Office and ask how you can get involved. It is critically important that you work as part of a team that includes representatives from all the CVO stakeholder organizations in your state.

9.1 How Does My State Get Started in the ITS/CVO Business Planning Step?

If your state has not been participating in the ITS/CVO Mainstreaming process, please contact the ITS/CVO Specialist in your state’s FHWA Division Office and find out how to get involved. (Chapter 10 provides points of contact.) A key first step is to form an interagency ITS/CVO team that is interested in pursuing the CVISN program.

9.2 How Does My State Get Started in the ITS/CVO Training Step?

Please contact the ITS/CVO Specialist in your state’s FHWA Division Office to obtain information about how to schedule training course deliveries in your state or attend sessions being given in other states. (Chapter 10 provides points of contact.)

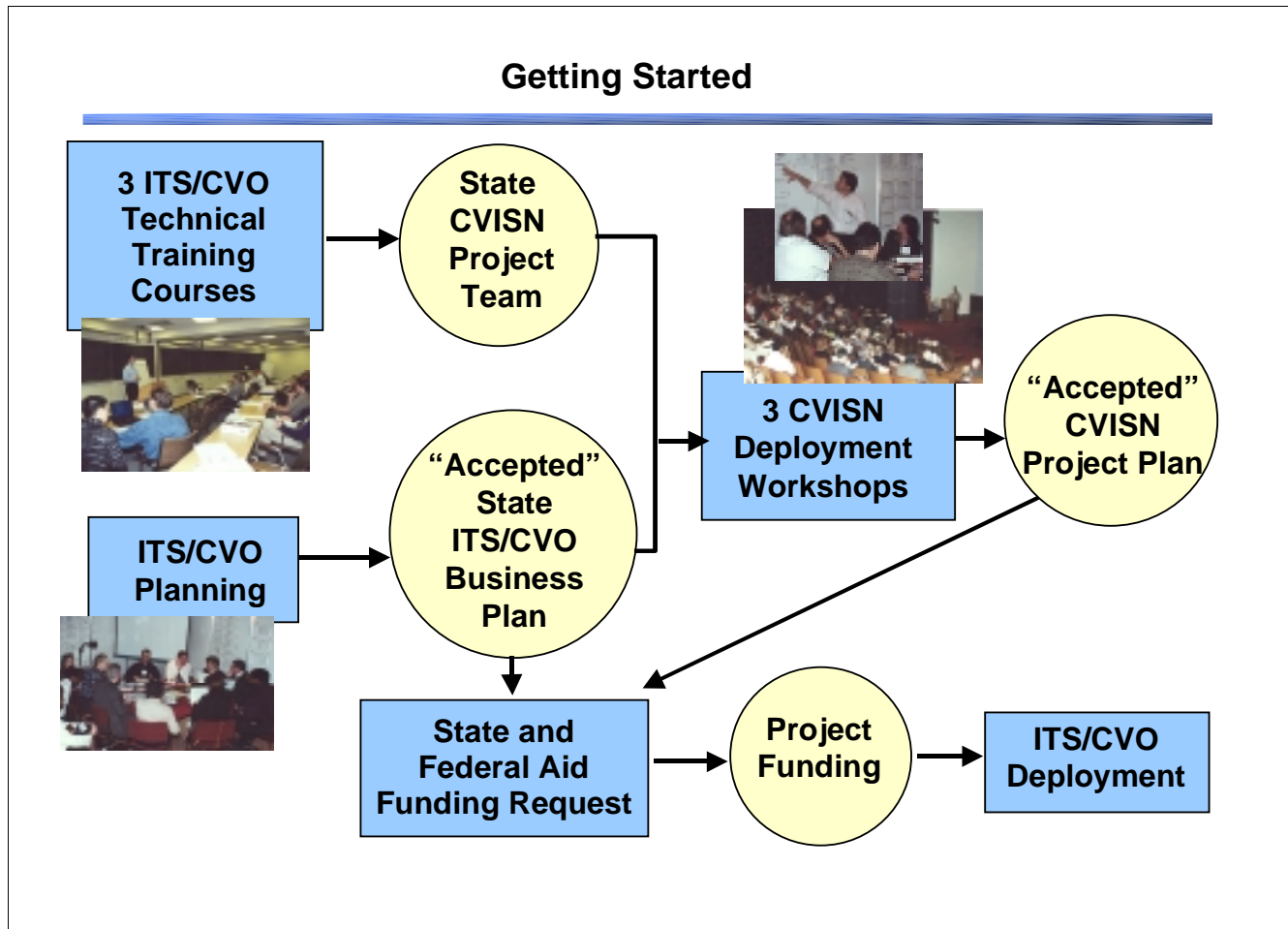


Figure 9-1 Initiating CVISN Level 1 Deployment Process

9.3 How Does My State Get Started in the ITS/CVO Workshops?

A letter from the FHWA was distributed to all states in January of 1999 that described the plans for workshops and offered interested states the opportunity to register. Some of this information is included below. Please contact the ITS/CVO Specialist in your state's FHWA Division Office to obtain information about current workshop schedules. (Chapter 10 provides points of contact.)

What Are FMCSA's Expectations of States that Attend the Workshops?

The FMCSA expects that each participating state will be committed to completing the full cycle of the workshops, and upon completion, to beginning deployment of the ITS/CVO systems and services that meet its unique economic, administrative, and transportation needs, as outlined in the State ITS/CVO Business Plan. The workshop process will help the state to ensure that its deployment activities will be

consistent with the National ITS Architecture and standards. This architectural consistency, in turn, will ensure that each state has a solid platform for future deployment activities and that each state's ITS/CVO systems will be interoperable with other states' systems and national systems.

The CVISN Prototype and Pilot States, as a condition for receiving federal funds, were required to agree to undertake the series of activities described in the CVISN "Level 1" definition. The FMCSA believes that these are a core set of capabilities that, when implemented as a group, will maximize the potential safety and efficiency benefits of ITS/CVO. The new group of CVISN states will be expected to follow this model, based on the positive experience of many of the Prototype and Pilot States. The new CVISN states will develop a program plan and top-level design for full deployment of the CVISN Level 1 capabilities, set priorities among these capabilities, and implement them in a manner that is consistent with the CVISN architecture and standards.

Is Additional Work Required Before and Between the Workshops?

The participating states will be given "prework" to complete before attending the first workshop, and in preparation for subsequent workshops. The purpose of this prework is to ensure that the states bring to each successive workshop the baseline information and ideas that they need to work effectively over the 3- to 4-day workshop period. For example, prior to the first workshop, each state's team will be asked to review a series of reference documents (e.g., the CVISN System Design Description, the CVISN Operational and Architectural Compatibility Handbook, and the CVISN Glossary). In addition, the team will be asked to complete a series of prework templates such as an inventory of active CVO projects and existing information systems.

At the workshops, each state initiates a part of their Program Plan or State CVISN Design that they then

complete in preparation for the next workshop. At each of the subsequent workshops, a new part of a state's plan or design is initiated with the final product of the workshops (a state's completed CVISN Program Plan and CVISN Design) being completed after the third workshop. Therefore, the commitment to participate fully in terms of completing deliverables on time and having a state's CVISN Team attend all three workshops cannot be stressed enough.

Which People from a State Should Attend the Workshops?

Each state must identify a core team that will participate in all three of the workshops. This CVISN team must include the following individuals:

- ◆ The state's CVISN program manager,
- ◆ The state's CVISN systems architect,
- ◆ A program administrator, who could be a representative of a participating state agency or a consultant working with the state,
- ◆ Operations staff representing the state's major CVO functional areas [International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), safety information systems, roadside safety inspections, size and weight enforcement, and credentials enforcement],
- ◆ Staff from the state department of information technology or information technology units within the state CVO agencies,
- ◆ Representative of the state Department of Transportation,
- ◆ Representative of the FHWA Division Office; and
- ◆ A motor carrier industry representative (invited).

In total, each state will need to bring approximately nine people to the workshops. The above list can have some of the roles combined.

What Are the Requirements for Participating in the Workshops?

The workshops are open to all states that are interested in pursuing ITS/CVO deployment. Based on the experience of the Prototype and Pilot States, the FMCSA has set the following criteria for interested states to complete prior to attending the workshops.

Required

Have a State ITS/CVO Business Plan that has been accepted by the FMCSA. The completion of the ITS/CVO Business Plan represents the successful collaboration of multiple agencies and the motor carrier industry, and signifies the state's commitment to using ITS/CVO technologies to improve the safety and efficiency of commercial vehicle operations.

Complete technical training courses. The technical training courses are designed to provide non-CVISN states an understanding of the national ITS/CVO program; its components, objectives, and expected outcomes; and the challenges inherent in planning for and deploying ITS/CVO technologies. The first course, *Introduction to ITS/CVO*, is recommended for workshop participants but can be waived for personnel with prior ITS/CVO knowledge and experience. The second course, *ITS/CVO Technical Project Management for Nontechnical Managers*, and third course, *Understanding ITS/CVO Technology Applications*, are required for the personnel who will represent each state at the workshops.

Commit a core CVISN team to workshop participation. The states must commit the core members of its CVISN team, as described above, to participation in all three of the workshops.

Recommended

Obtain high-level commitment for implementing the State ITS/CVO Business Plan. A state may not be ready for the workshops if it is having difficulty obtaining the commitment of state agencies to begin business plan implementation.

Establish a state ITS/CVO advisory committee. Each state is encouraged to develop an ongoing advisory committee (or steering committee or working group) to oversee their ITS/CVO programs, particularly CVISN-related activities. This committee should include representatives of all CVO-related agencies, the trucking and motor coach industries, the FMCSA, and other key stakeholder groups.

Identify potential public/private partnerships and sources for program and project funding. It is recommended that states identify potential funding sources for ITS/CVO deployment prior to and during the workshops, so that they may begin deployment upon completion of the workshops and program plans. Potential funding sources include state agency operating budgets and general funds, federal-aid highway funds, Motor Carrier Safety Assistance Program (MCSAP) grants, and congressionally designated projects to individual states or priority corridors. States that have difficulty identifying potential funding sources may wish to delay workshop participation.

Support of senior management of CVO agencies. Similarly, it is strongly recommended that the states obtain the support of the senior management of CVO agencies, as well as, where appropriate, legislators, governors, and state budget officials, for ITS/CVO deployment before or during workshop participation. This high-level support will help the state to obtain the human, financial, and technical resources necessary to support deployment once the workshops and program plans are completed.

States that are interested in participating in the CVISN workshops should contact their FMCSA State Director and discuss whether the state has met all of these criteria or not. The State Director may recommend specific activities (e.g., designation of the CVISN program manager and systems architect) that the state should undertake in preparation for the workshops.

Where Will the Next Set of Workshops Take Place?

The FMCSA will sponsor three or four series of workshops largely in parallel, with each workshop series incorporating up to 10 states. Unlike the CVISN Pilot State Workshops, which were held at the Johns Hopkins University Applied Physics Laboratory (JHU/APL) in Maryland, these next series of workshops will be held in different regions of the country. The goal of the regional delivery is to reduce travel costs for participating states, as well as to ensure that states sharing common economic and transportation needs are working together.

It is anticipated that three series of workshops will be offered in calendar year 1999: one in the central part of the country, one in the west, and one in the Northeast (jointly sponsored with the I-95 Corridor Coalition). Where possible, the workshops will be hosted by the CVISN Pilot States in each region.

When Will the Workshops Take Place?

A preliminary workshop delivery schedule is shown in Figure 9-2. Please contact the ITS/CVO Specialist in your state's FHWA Division Office to get a current schedule.

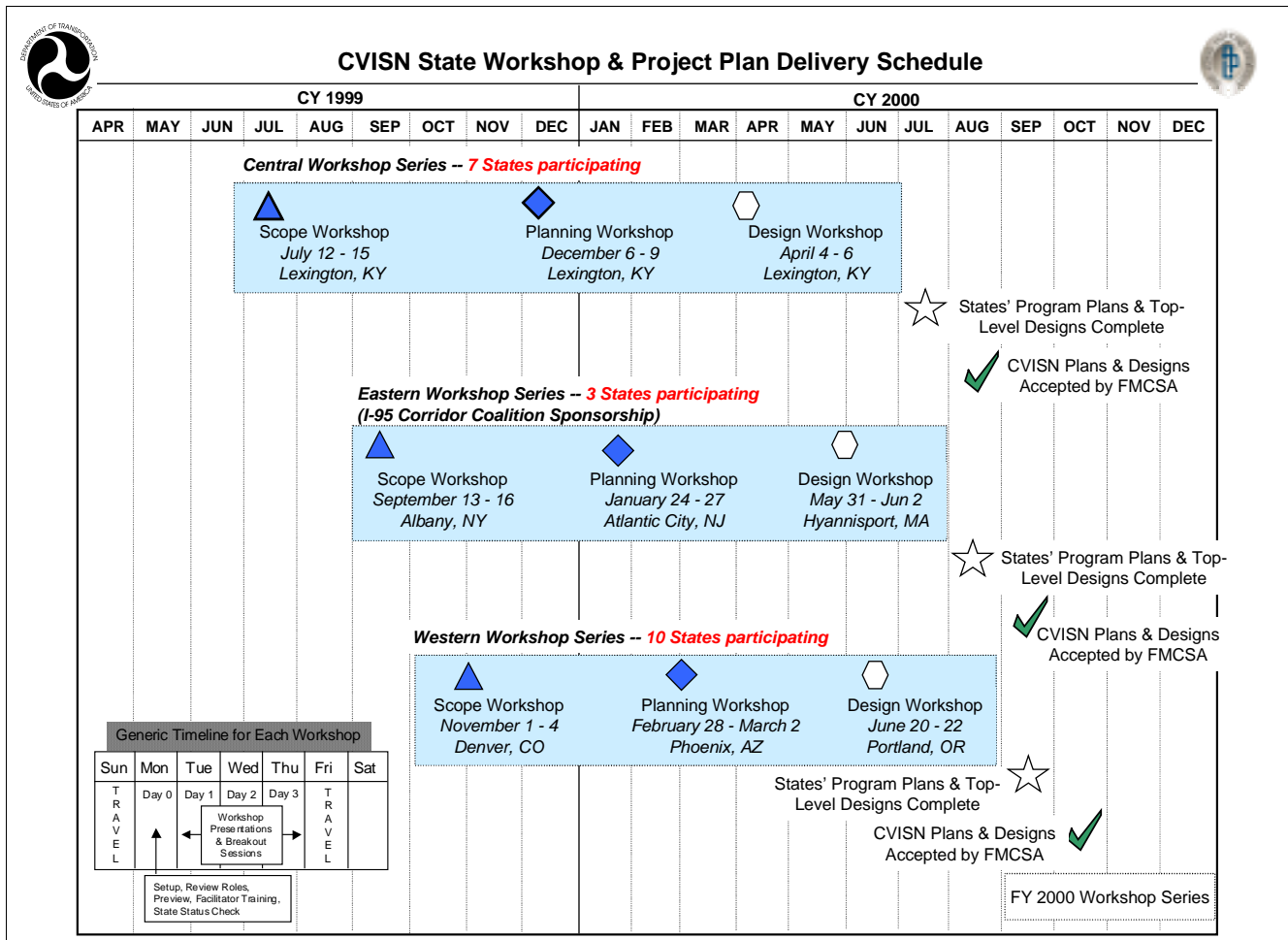


Figure 9-2 CVISN Workshop Delivery Schedule

What Is the Cost of Participation in the Workshops?

There is no registration fee for participating in the workshops. In addition, the FMCSA will provide grants of \$20,000 with a 50/50 match requirement to help defray the cost of travel expenses to the workshops by a state's CVISN Team. These grant funds are only for those states that have not received ITS funds through congressionally designated projects. However, states that have received funds from congressionally designated projects may use a portion of their moneys to cover their CVISN Team's travel expenses to the workshops.

How Does My State Register for the Workshops?

States may register for the workshops by obtaining a registration form from the ITS/CVO Specialist at your state's FHWA Division Office (please see Chapter 10 for points of contact). The completed form should be forwarded to your FHWA State Director. The State Director will follow up with more specific information to assist the state in getting ready for these workshops. States that are members of the I-95 Corridor Coalition will receive future information directly from the Coalition.